

Process Alerts Messages

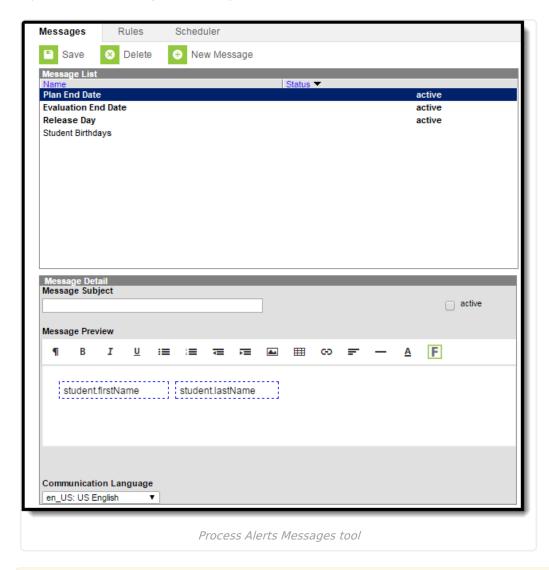
Last Modified on 10/22/2022 9:39 am CD

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Message templates are created in the Messages tab using the WYSIWYG editor. Message templates are required to determine rules and schedule alerts to be sent to special education case managers.

A message is only sent once per student, per rule. To send multiple notifications for the same alert, separate rules must be created (e.g., a rule to notify two weeks prior to an event and a separate rule to notify one week prior to an event).



Infinite Campus recommends that process alert messages contain at least the fields that autoinsert a student's name, grade and school for identification purposes.



Create a New Process Alert Message

- 1. Select the **New Message** icon. The **Message Detail Editor** will appear below.
- 2. Enter the subject of the message in the **Message Subject** field.
- 3. Enter the content of the message in the **Message Preview** field.
- 4. Select the Insert/Edit Campus Field icon to choose the desired Campus fields.
- 5. Select the **Communication Language**.
- 6. When finished, select the Save icon.

After the message has been created, establish Rules for the message.

When selecting a Campus field, <u>specialedMessenger.current.plan.start</u> and <u>specialedMessenger.current.plan.end</u> will pull the most current locked Plan based on end date and <u>specialedMessenger.previous.plan.start</u> and <u>specialedMessenger.previous.plan.end</u> will pull the second most current locked Plan based on end date.